



**Ronald McDonald  
House Charities®**  
Richmond

### **Volunteer Services Intern**

Interns will become well-versed in the mission and daily functions of the Ronald McDonald House Charities in order to be ambassadors of the organization both in and out of the house. The Volunteer Service intern will be responsible for assisting the Volunteer Manager with a variety of tasks including but not limited to engaging with volunteer groups in the house, planning volunteer appreciation events, helping to maintain the volunteer database and help to manage communication to volunteers, determining areas for growth for Richmond community, as well as delivering lunches, snacks, and other materials to local hospitals. Interns will have the opportunity to have larger ongoing projects focused on engaging the community and hospital partners. Interns must provide their own transportation. The internship is unpaid. The internship is approximately 15 hours a week and the schedule is flexible. Preferably, interns will have interest in non-profit management, volunteer management, family, services, health care, and/or outreach.

To apply, please send a resume and cover letter to Diana Villarreal at [diana@rmhc-richmond.org](mailto:diana@rmhc-richmond.org)